

# **Your main object is...**

# **to write a good looking letter... easily.**

## **Paper**

Cost alone is not the deciding factor. A good typewriter paper should not have too rough a finish; should be fairly opaque and must stand erasing. Test paper for typing and erasing qualities before deciding on a brand.

## **Carbon**

A good grade of medium weight carbon is best for most purposes. For heavy manifolding use 4 lb.

## **Tissue**

Carbon does not adhere to a glazed surface as well as to an unglazed. Therefore, if you use glazed onion skin, place the unglazed side against the carbon surface. Better still, buy unglazed paper for your copies and you will have less trouble with slippage. "Railroad Manila" is cheap and is used extensively for office copies.

## **Placement**

Before you begin to type a letter, make a good guess as to its length. It may help you if you divide letters into five groups: under 50 words, 50-100, 100-150, 150-250 and over 250. Then make a table showing left and right margin settings and number of spaces down from the top of sheet—for each length letter.

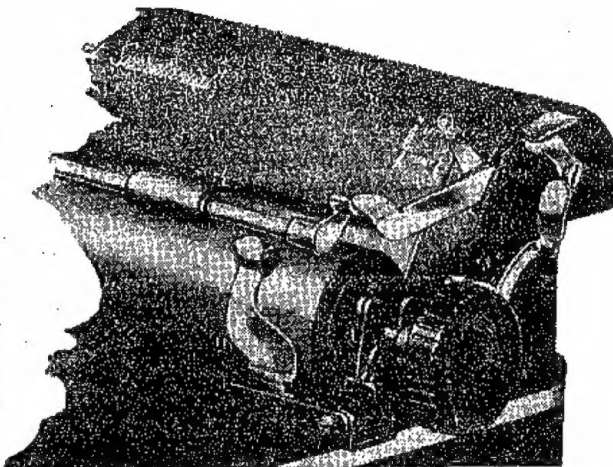
You will find Smith-Corona's automatic margin set a wonderful help in changing margins to give the best appearance to your letters.

## **Inserting Paper**

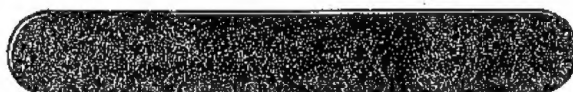
On the paper table you will find a scaled paper guide whose chief purpose is to enable you to maintain uniform margins on one sheet after another. You simply feed your sheets with their left edges against the guide. When you insert paper in the Smith-Corona, hold it by the top center, drop it down against the feed rolls and twirl the platen knob. The paper feed is so accurate that if you learn to drop the paper evenly it will need no straightening. However, there is a paper release lever on the right end of the carriage. It is useful when inserting a book of carbons.

## Setting Margins

It would be hard to imagine anything simpler than setting margins on a Smith-Corona. Just move the carriage to the point where you wish the margin stop placed and flick the Automatic Margin Lever. Another way you can do it is to hold lever up or down, move carriage to point where you want margin, then release lever.



## Tabulating -- To Set Stops



**To set stops**—move carriage to position where you wish it to stop and press key marked "Tab Set." If you are preparing to tabulate on a columnar ruled form, the simplest way is to insert the form in your typewriter and set a stop for each column.

A Keyset Decimal Tabulator saves time where there is a considerable amount of tabulating, because it eliminates back spacing. All stops are set for the decimal point, in the same manner as above. Then when you wish to write amounts of varying size, you simply press the proper tabulator key and the carriage stops where you should begin writing. For example: You wish to write 5644.00. Press the "1000" key and the carriage stops 4 places to the left of the decimal point.

A 5-Key Decimal Tabulator omits the comma after thousands. Its keys are marked thus:

. 1 10 100 1000 10000

A 10-Key Decimal Tabulator includes the commas unless very large numbers are to be tabulated. Its keys are marked thus:

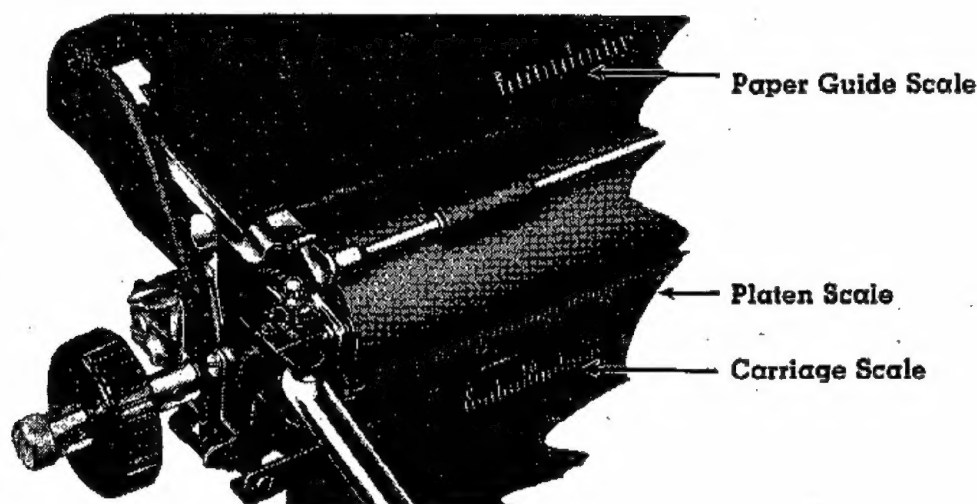
. 1 10 100 , 1000 10T 100T , 1M  
or

. 1 10 100 1000 10T 100T 1M 10M 100M

**To clear an individual stop**—tabulate to the position at which stop is set, then press key marked "Single Tab Clear."

**To clear all stops**—press down on flat lever at right end of paper table. You do not have to run the carriage back and forth as on some typewriters.

# The Use of Scales



## Paper Guide Scale

This scale slides with the Paper Guide. When the pointer is on zero the left edge of your paper will touch zero on the Platen Scale. Without moving margin stop, the left margin of your paper may be increased by moving Paper Guide to left or decreased by moving it to the right.

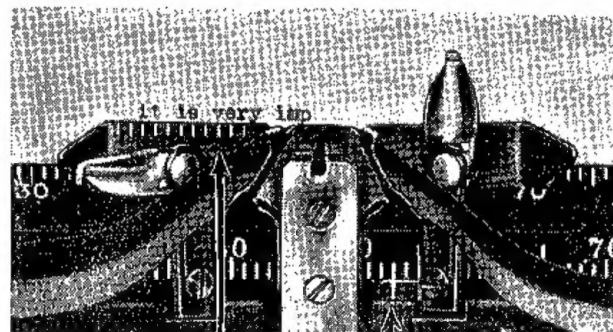
## Platen Scale

Graduated to correspond with the letter spacing on your machine, this scale should be used for establishing margins, columns in tabular work, length of lines, indentations, etc.

On machines with regular line spacing (6 lines to the inch) and conventional type face, the bottom of a line of writing will always be exactly even with the top edge of the Platen Scale.

## Line Indicator Scale

As its name suggests, the Line Indicator shows you where a line will print. Its edge is even with the bottom of the letters. The scale markings point to the centers of the letters. If you have to take a partly typed sheet out of your machine and replace it, use your Variable Line Spacer to free platen, get any line of type straight along edge of Platen Scale, move paper left or right until Line Indicator Scale centers on the letters, then turn platen to point where you left off. Or you can use Line Indicator for checking up and down position of paper, instead of the Platen Scale.



Line Indicator

Printing Indicator

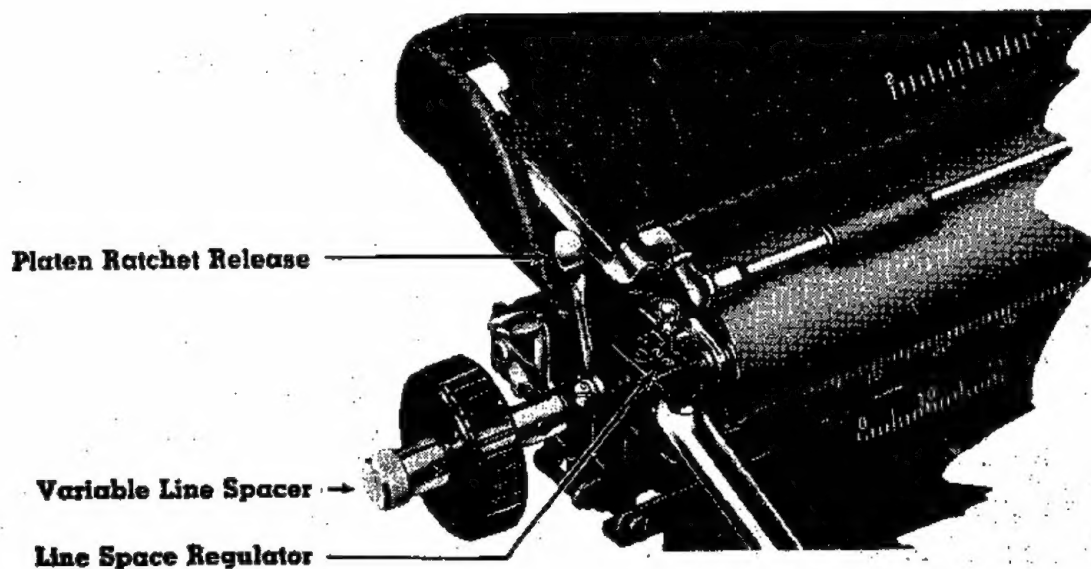
An experienced Smith-Corona operator can replace a partly typed sheet with such accuracy that adjustment is generally unnecessary. The secret is in keeping the left edge against the Paper Guide and dropping the sheet squarely down onto the feed rolls. This is one of the unseen advantages of the Smith-Corona.

## Carriage Scale

Because markings on the Platen Scale are hidden when behind the ribbon, another scale is provided below the Platen Scale. On the bracket which supports the right card finger, you will find a white mark (Printing Indicator). When this mark points to a number on the Carriage Scale you know that the same number on the Platen Scale is at the printing point.

## Line Spacing

Some typewriters are lacking in certain important line spacing conveniences, but the Smith-Corona Super-Speed has them all and you should know how they may be employed to facilitate your work.



This illustration shows:

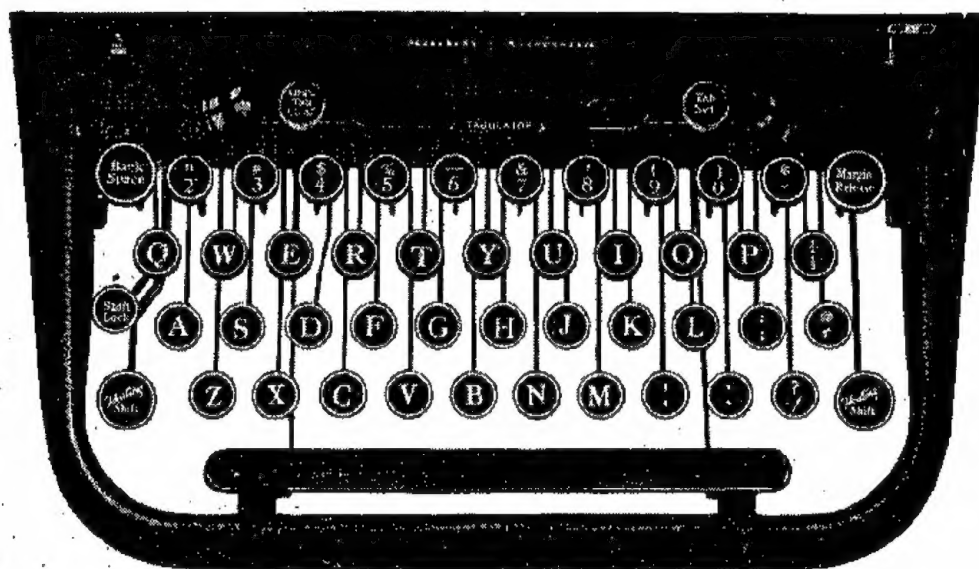
**The Line Space Regulator** which has three positions to give you single, double or triple spacing between lines.

**The Detent or Ratchet Release** which disengages the platen ratchet pawl and permits the platen to turn freely. Use this when you wish to insert variable spacing in a letter or form and then return to your original line spacing as when writing subscripts or exponents.

**The Variable Line Spacer** which suspends the ratchet control but starts it again at whatever position the platen is in when the Variable is returned to normal. Use this if you wish line spacing to start a fraction of a space down on the paper, in filling in a ruled form and for any varied spacing which does not require a return to the original. Press Variable in and give it a part turn if you wish to lock it. Otherwise hold in with palm, while turning platen knob with fingers.



# This is the Keyboard of Your Smith-Corona



## Keyboard Controls

The little lever at the upper left is the Manual Ribbon Reverse. You will seldom use it as the ribbon reverses automatically; but by moving it to left or right you can make the ribbon wind on either spool.

The lever with the red, white and blue panel above it controls the up and down movement of the ribbon. With the lever set on Blue you type on the upper half of the ribbon; Red gives you the lower half; White is stencil position and keeps the ribbon out of the way of the type.

All keys on your machine are clearly marked so need little explaining.

The Margin Release key operates on both left and right margins—so that you may write beyond the stops, without changing them.

Both Shift Keys release the Shift Lock. We use the name "Floating Shift" on Smith-Corona Typewriters because the light type segment or "basket" veritably floats on frictionless ball bearings while the carriage remains firmly anchored on its vibrationless base. Most typewriter manufacturers have finally adopted this segment shift principle, which Smith-Corona has used since 1904.

If you will raise the ribbon spool cover and press down on the type bars you will discover that they are locked in the lower case position as well as in the upper. So when you release a shift key the segment cannot bounce and throw the next character out of alignment.

The tabulator shown here is the bar-type. Stops are set with the key to the right of the bar and cleared individually with the key to the left. Depressing the bar permits the carriage to move to each successive stop.

The keyboard illustrated has 84 characters. However, both Silent and Standard models are also made with 92 characters. Ninety-two character machines are used extensively in countries whose languages require numerous accents. Keys carrying accents are usually "dead," that is they do not move the carriage. This permits the operator to accent a letter without backspacing. The machine can be constructed so that the accent is struck first followed by the letter; but most operators prefer to strike the letter first, then the accent. This we make possible by so adjusting the bars carrying accents that they reach back one space when printing.

## **Non-Colliding Type Bars**

When a typewriter is operated perfectly the bars will not collide; but many operators have a tendency to strike certain letter combinations more rapidly than others and if the action of the machine is a little sluggish, one bar may be going up before another is entirely out of its way. Then the two bars may jam and the operator has to free them. This slows her down and, more annoying still, leaves ink on one of her fingers.

The jamming of bars on some typewriters is so common that one well known make is now equipped with a button for releasing them.

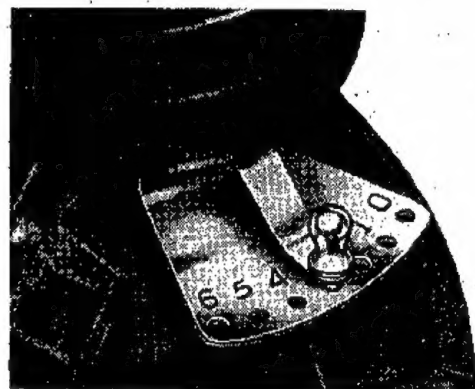
On Smith-Corona office typewriters the jamming of type bars is such a rarity as to be practically negligible. When it does occur a tap on either shift key will release them. Press the flat of your hand on the keyboard of a Smith-Corona office typewriter and note how all the bars drop back as soon as your hand is lifted.

The reason Smith-Corona type bars do not collide is that one does not remain long enough near the platen to be touched by another bar. Tap a key and note how the type flies to the printing point and instantly leaps back. Even though you have not lifted your finger from the key you will find that the type bar has returned to a point approximately 2" from the platen, in which position another bar can easily pass it.

## **Touch Selector**

Some typists like a very light key tension, others prefer to feel an appreciable resistance in the keys. So your Smith-Corona is provided with a Touch Selector to permit you to select the touch which suits you best.

Originally placed on the outside of the machine, the Smith-Corona Touch Selector is now concealed beneath the ribbon spool cover, where your setting is not likely to be disturbed. To adjust Selector, simply raise the spool cover and move lever in front of right spool from "0" to "6" until you find the right tension for you.



## Erasures

SOMETIMES you will make a mistake—

See that card fingers are down, move carriage so that erasings will not drop into machine and erase with light, horizontal strokes.

If your error is one of the following, you can correct it very nicely by making use of Smith-Corona's half-spacing feature—just one of the conveniences which make this typewriter so popular with operators:

The omission of a letter	-	some are <u>vry</u> good
Corrected	-	some are <u>very</u> good
Addition of a letter	-	some are <u>verry</u> good
Corrected	-	some are <u>very</u> good
Omission of a space	-	some <u>arevery</u> good
Corrected	-	some are <u>very</u> good

## Half-Spacing

... is very simple. It is done with the space bar, which when depressed allows the carriage to move  $\frac{1}{2}$  space and when released allows it to move the remaining  $\frac{1}{2}$  space. Hence, by holding the space bar down, while striking a letter, you print that letter  $\frac{1}{2}$  space to the left of where it would normally go. So, to correct the errors above, erase the underlined words and (for the first and third examples) position carriage as though you were going to type in the space immediately following "are," but before striking "v" press down and hold the space bar, then strike the "v." Release space bar, press and hold again while striking "e." Do this with each letter and the word will fit into the space.

Where you have one letter too many, you will need to add  $\frac{1}{2}$  space before and after the corrected word. So proceed as before, but start one full space to the right.

Half-spacing may also be used for closing space between the letters of a diphthong, for centering headings over columns and for giving emphasis to a word by letter spacing.

Full space between	B E N E F I T
Half space between	B E N E F I T
Regular spacing	BENEFIT

## Justifying

... which means evening the right margin, is easily accomplished on your typewriter because of half-spacing. Type the text first, making the right margin as even as possible. Wherever the line is **less** than the required number of spaces in the finished work, fill in with asterisks. They are easier to count than blank spaces.

Justifying lines is easy on a typewriter that will half-space and is very essential in preparing copy for house organs and\*\* school papers that are to be lithographed or Mimeographed; because their columns\*\* must have uniform margins to look right.

The second line will have to be contracted two spaces by taking out four half-spaces between words. The 3rd line is two spaces short, so half-spaces must be added in four places. The 4th line is easily contracted one space; but the next line must be expanded two spaces. Here is the result:

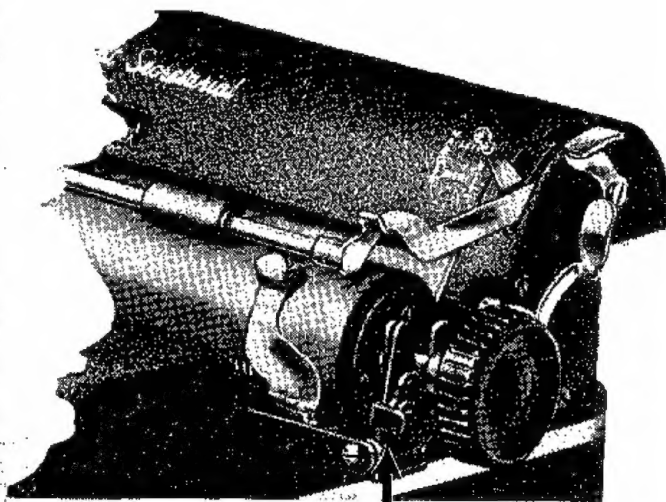
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## Changing Platens

**To Remove Platen**—raise bail, hook a finger behind latch at each end of carriage and pull latch forward at same time lifting platen up and out.

**To Replace Platen**—with bail raised, insert end with ratchet wheel into end of carriage where line space lever is located. Make sure pawl which engages ratchet wheel is not in the way and press both ends of platen into position.

Do not force—platen will snap into latches easily if properly located.



Platen Latch

The advantage of the removable platen feature of your machine is that it permits you to use a quiet, cushion platen for your general work and a hard platen when you have heavy manifolding. It enables you to have a highly specialized typewriter for top or bottom index card writing, address stencil cutting, etc., at a very small cost. And it gives you ready access to the feed rolls of your typewriter so that you may keep them clean and in perfect working order.



# Changing Ribbon

The two spools on your typewriter are exactly alike, but the ribbon winds clockwise on the left spool, counterclockwise on the right spool. New ribbons are wound as on the right hand spool. Therefore, when you wish to change a ribbon:

Move carriage to position which will allow you to raise ribbon spool cover fully.

With Manual Ribbon Reverse to right wind old ribbon on right hand spool by turning spool with finger tip.

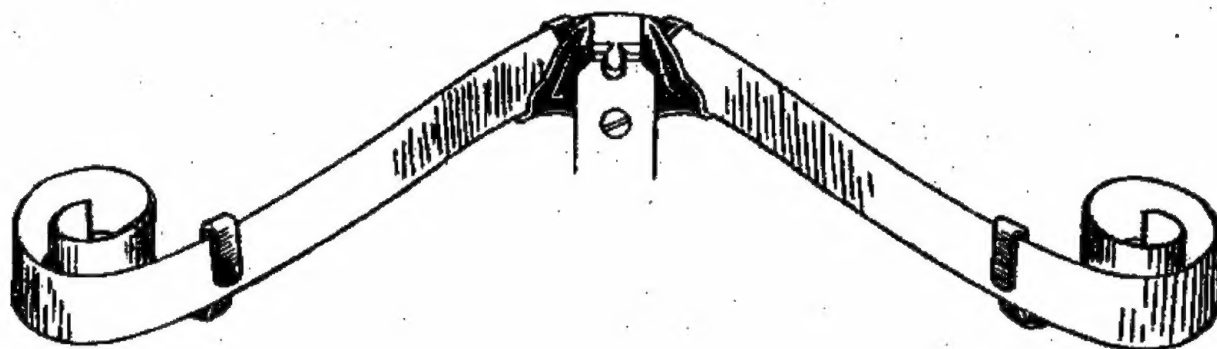
Lift out empty spool, detach end of old ribbon from prong, attach end of new ribbon and replace spool.

Put new ribbon on right shaft and make sure both spools are seated. Turn spool back and forth to make it seat.

Ribbon should now run straight across, without any twists, like this:



Thread ribbon into guides on ribbon spool cups and into carrier. When properly threaded, ribbon will look like this:



# A Clean Machine Does Clean Work

In the morning, when dusting up your desk, spend a few minutes on your typewriter. With the long handled brush clean off the typebars and segment. Moisten your type brush in cleaning fluid and get all the ink off the type. Wipe bright parts, typebars, and carriage rails with a soft cloth.

**Feed Rolls** should be brushed now and then and wiped clean with a cloth slightly moistened in alcohol. Remove the platen to get at them.

**The Platen** may in time become smooth enough to cause a little slippage, particularly with glazed paper. If this occurs, remove platen from machine, moisten a cloth with alcohol and wipe platen lightly lengthwise. Be careful not to get any alcohol on the finish of your machine.

## Oiling

Do not put any oil on the type bar bearings.

An over generous use of oil is just as bad as no oil because it collects dirt and grit.

Use a very little of the best typewriter oil you can buy. Apply it with a straightened paper clip and wipe off excess. To oil carriage rail, move carriage as far as possible to right, then to left.